

# Gateway Live Demo

Getting to the Gateway website from the Department website

- Begin with [www.in.gov/dlgef](http://www.in.gov/dlgef)

The screenshot shows the IN.gov website for the Department of Local Government Finance. The header includes the IN.gov logo, a search bar, and navigation tabs for various government departments. The main banner features the text 'Property Tax Calculator' with a 'get started' button. A left sidebar lists navigation options, with 'Information for Local Government' and 'The Gateway' highlighted. A right sidebar lists 'Online Services' and 'Top FAQs'.

- Along the left, go to “Information for Local Government Officials” – “The Gateway”

This screenshot is identical to the previous one, but with a red arrow pointing to the 'The Gateway' link in the left sidebar, indicating the next step in the navigation process.

- At the bottom of this page, click the URL to link to the Gateway.

**About Us**  
 Memos & Presentations  
 News & Calendar  
 Contact Us  
 Distressed Unit Appeals Board  
 Legislation & Policy Information  
 County Specific Information  
 Reports and Data  
 Contact Your Local Officials  
**Information for Taxpayers**  
 Overview  
 Understanding Your Tax Bill  
 Referendum Information  
 Assessments  
 Property Tax Appeals Process  
 Property Tax Deductions  
 Forms  
**Information for Local Government**  
 Local Government Officials  
 The Gateway  
 County  
 Township  
 Cities/Towns  
 Schools  
 Libraries  
 Special Districts  
 Vendor Information

## The Gateway

Indiana Gateway for government units

Gateway is a website which allows local government units to submit forms to certain State agencies online. Once fully developed, local units can submit budget forms to the Department of Local Government Finance (DLGF) and annual reports to the State Board of Accounts (SBOA). Gateway is being developed as a collaborative project among the DLGF, SBOA, and the Indiana Business Research Center at the Kelley School of Business.

The information collected through Gateway will be placed in a modern, statewide database. With information in this modern format, it becomes easy to generate numerous reports: specialized reports for trade organizations, taxpayer-friendly reports placed online, and more.

During the fall of 2010, the DLGF conducted a pilot program in seven counties to get feedback on Gateway. Pilot volunteers were surveyed, and overwhelmingly agreed that it was easy to log into and navigate the website, that the training sessions and resource materials were helpful, and that they received good personal assistance throughout the pilot. Further, 100 percent of survey respondents had successfully submitted forms through Gateway. The DLGF has analyzed the data from these online submissions and verified that data is transferring through the website accurately.

With a successful pilot, we are now moving forward with full rollout of online budget submission for pay-2012 budgets. All unit types statewide except for schools will be submitting budgets through the website in the fall of 2011. (Schools will submit budget forms through the website beginning pay-2013.) We currently are upgrading the website to include all budget forms and to implement a direct upload option for units that already have their own electronic financial software. We will be unveiling the upgraded website this summer but will begin offering preliminary training well in advance of that rollout.

<https://www.stats.indiana.edu/govtGateway/>

Search Assessed Value Database  
 Search Sales Disclosure Database  
 Search Past Tax Bill Database  
 Homestead Look Up  
 Sales Disclosure Application  
 Forms.IN.gov

**More Online Services »**  
 Account Center »

**Top FAQs** | **I Want To...**

- How much property tax do I owe?
- Where can I find out how much homes have sold for in my area?
- How do I file for the Homestead Credit or another deduction?
- How are property taxes determined and calculated?
- What are property tax deductions and how do I know if I qualify for one?
- Why haven't I received my tax bill?
- Where can I locate a form?
- What can I do if I missed the deadline to file for my tax deduction?

**More FAQs »**

**Access Data Upload Application Here**

## Logging in and changing password

- Depending on your screen resolution, the login box will appear either at the top right of the screen...

## Welcome to Indiana's Gateway for Government Units

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

**The goal:** budget and expenditure transparency, made practical by collecting and disseminating multiple sources of information through a common Gateway. Units of local government will be able to submit budgets (for certification by the Department of Local Government Finance) and their Annual Reports (for use in auditing by the State Board of Accounts) through web-based forms and that data will populate a central database. The information will then populate user-friendly reports, published online, to enhance the flow of information from local government to its constituents.

**Project Timeline**  
 Dates for pilot testing and deployment

**Presentation**  
 (Given to Auditors, Assessors, Treasurers and Others in Spring 2010)  
 For more information, please call Wendy at the IBRC at 317-274-2979.  
 The working collaborators on this initiative include the Governor's Office and these three agencies and is part of the Information for Indiana initiative.

- DLGF: Sarah Ance, Deputy Commissioner
- SBOA: John Eppley, Information Systems Audit Director
- IBRC: Carol Rogers, Deputy Director

[Login Request Form](#)

[Forgot your password?](#)

### Authorized Personnel Login

User Name:

Password:

☐ Remember me next time.

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana initiative.

**Email**

- [Technical Problems](#)
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[Click here](#) for complete contact information for all of the associated departments.

...or at the bottom after the text.

**Gateway** INDIANA  
for government units

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[Login Request Form](#)

**Authorized Personnel Login**

User Name:

- Type in your User Name (your e-mail address) and your password.
  - *Tip to Share:* Clicking the “stay signed in” box will allow you to bypass this screen the next time you visit the website.

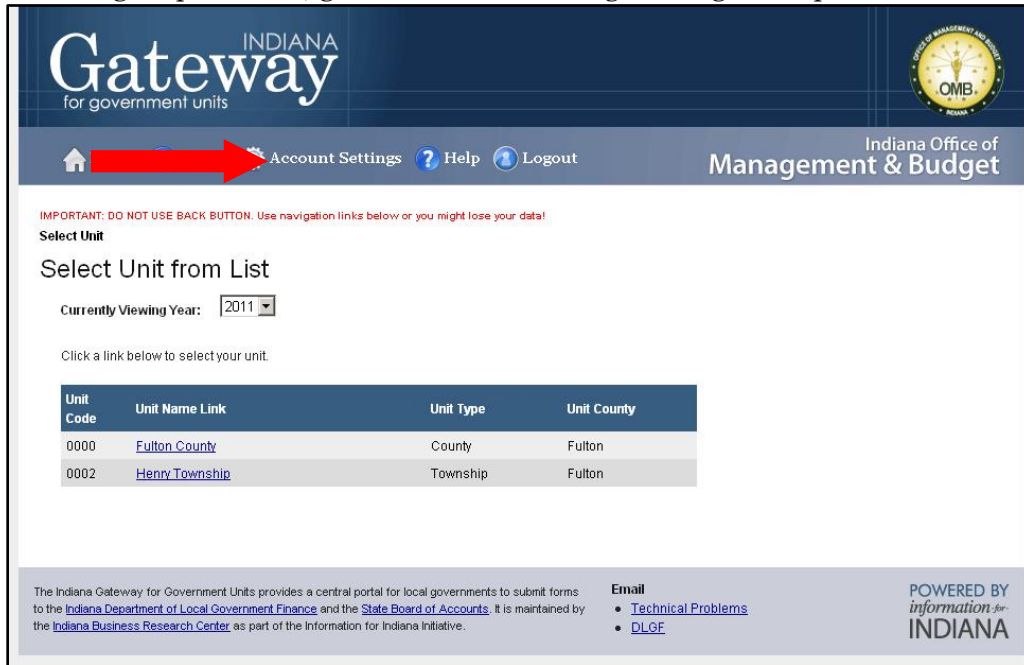
**Authorized Personnel Login**

User Name:

Password:

☐ Stay signed in.

- To change a password, go to “Account Settings” along the top of the screen.



**Indiana Gateway**  
for government units

Account Settings ? Help Logout

Indiana Office of Management & Budget

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

**Select Unit**

Select Unit from List

Currently Viewing Year: 2011

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0000	<a href="#">Fulton County</a>	County	Fulton
0002	<a href="#">Henry Township</a>	Township	Fulton

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Scroll down to the “Change Password” link. Type in and confirm the new password.  
(When doing a demo, navigate to this screen but then cancel instead of updating so that your own password is not affected.)



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Home About Account Settings ? Help Logout

Indiana Office of Management & Budget

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

**Account Settings**

Username:

E-mail:

First Name:

Last Name:

Address 1st:

Address 2nd:

City:

State:

Zip:

Phone:

Fax:

[Change Password](#)



- For a forgotten password, there is a place on the log in screen that will allow you to reset the password. Simply click the “Forgot your password?” link and then enter your e-mail address.




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[Login Request Form](#)

### Authorized Personnel Login

User Name:

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☐ Remember me next time.

[Forgot your password?](#)

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[Click here](#) for complete contact information for all of the associated departments.

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## Selecting unit

- This task is straightforward. Simply click on the unit that you would like to work on.
  - *Tip to Share:* Most people will only see one unit when they log in. The exception is any person who has received permission from the official to enter the Gateway on his or her behalf. Examples of this might be financial advisors with multiple clients or county auditors who have agreed to assist multiple units.
  - *Tip to Share:* If the unit you need to work on is not in the list, you can contact the Department ([gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov)) and we will add that unit to your permissions.



## Navigating within the Gateway

- The “back” button on the browser is not a good way to navigate the website. At times, it will work, but others, it will cause the page to expire. A better way to navigate is to use the “breadcrumbs” at the top left of the page.



- *Tip to Share:* Users should always navigate using the breadcrumbs. However, if the “back” button is clicked accidentally, most of the time the user can return by clicking the “refresh” button on the browser.
- (When doing a demo, click the “back” button. If it causes the page to expire, hit “refresh” on the browser and continue. Then show how to use the breadcrumbs to navigate instead.)

## Manage Unit

- The “Manage Unit” screen is where you do unit-level tasks, such as customizing department lists and fund lists, and submitting advertisements and
  - *Tip to Share:* Notice that from this screen, you can access both DLGF tasks and SBOA tasks. So, you only have to remember one website, one user id, one password, in order to do reporting to these agencies.
  - *Tip to Share:* With the SBOA reports in the same screen, you can easily check your actual expenditures from last year while working on your budget for the upcoming year.

The screenshot shows the 'Manage Unit' interface for Fulton County. The header includes the 'Gateway for government units' logo and the 'Indiana Office of Management & Budget' logo. Navigation links for Home, About, Account Settings, Help, and Logout are present. A warning message states: 'IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!'. The breadcrumb trail is 'Select Unit > Manage Unit'. The selected year is 2011 and the unit is Fulton County - 0000 Fulton County. The main heading is 'Manage Unit - 0000 Fulton County', followed by the instruction: 'Select from the options below to manage your unit's funds, departments, and/or advertisements.' There are two main task categories: 'Department of Local Government Finance Tasks' and 'Indiana State Board of Accounts Tasks'. Under the first category, there are three options: 'Manage Departments' (with a building icon), 'Manage Funds and Enter/Edit Budgets' (with a dollar sign icon), and 'Submit Proof of Advertisement and Signed Ordinance' (with a document icon). Under the second category, there is one option: 'Manage Funds List' (with a dollar sign icon). The footer contains information about the portal's purpose, email support links for technical problems and DLGF, and a 'POWERED BY information for INDIANA' logo.

Gateway  
for government units

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Home About Account Settings Help Logout

Indiana Office of Management & Budget

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Manage Unit - 0000 Fulton County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

**Department of Local Government Finance Tasks**

 **Manage Departments**  
View departments list, create or edit a department.

 **Manage Funds and Enter/Edit Budgets**  
View funds list, create or edit a fund. Link to Forms.

 **Submit Proof of Advertisement and Signed Ordinance**  
View, upload and submit proof of advertisement to DLGF.

**Indiana State Board of Accounts Tasks**

 **Manage Funds List**  
View funds list, create or edit a fund

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

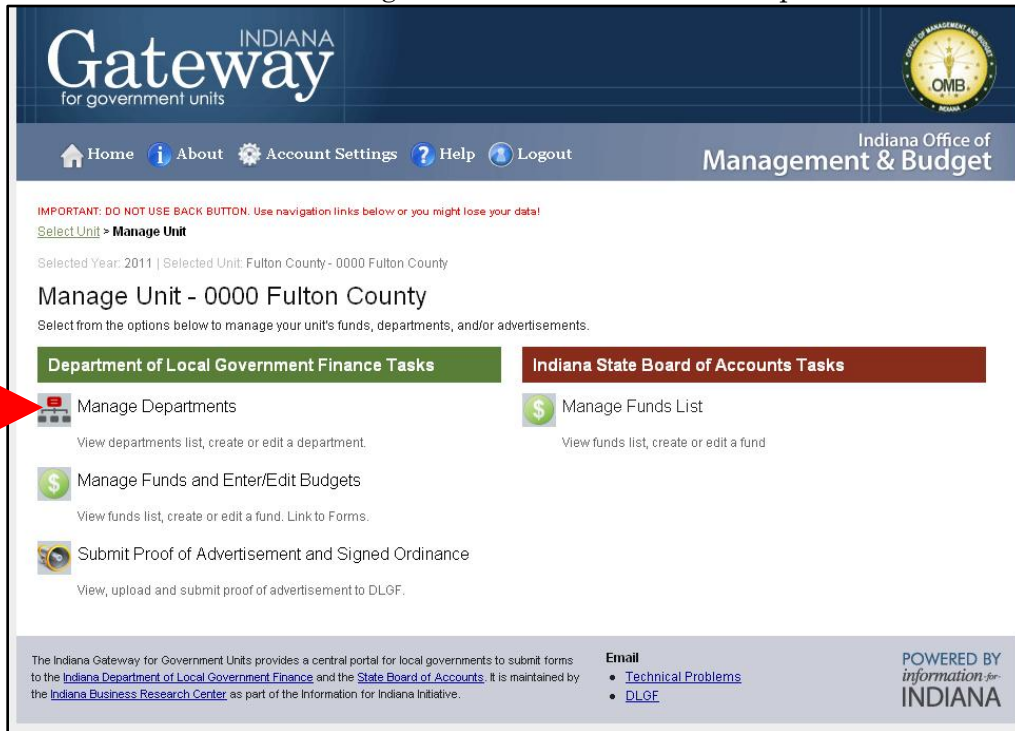
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## Manage Departments

- This task should be completed first. The Department list that you customize will be used later when determining which forms need to be completed.



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Indiana Office of Management & Budget

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**


Select Unit > **Manage Unit**


Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County


### Manage Unit - 0000 Fulton County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

**Department of Local Government Finance Tasks**

 **Manage Departments**  
View departments list, create or edit a department.

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View funds list, create or edit a fund. Link to Forms.

 **Submit Proof of Advertisement and Signed Ordinance**  
View, upload and submit proof of advertisement to DLGF.

**Indiana State Board of Accounts Tasks**

 **Manage Funds List**  
View funds list, create or edit a fund

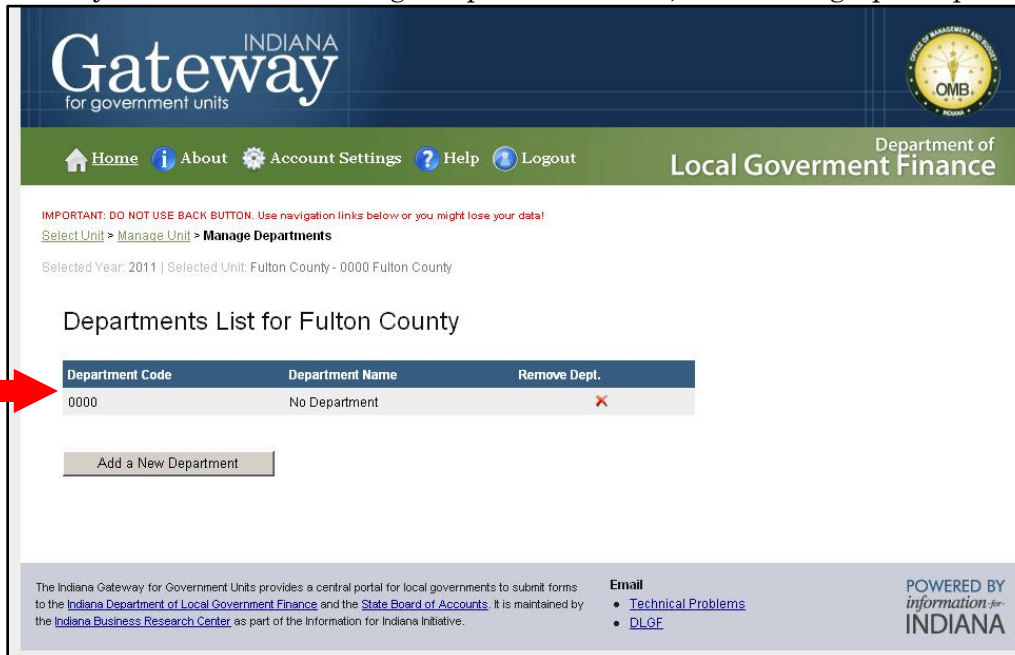
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- When you click on the Manage Departments link, it will bring up a department list.



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Department of Local Government Finance

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > [Manage Unit](#) > **Manage Departments**

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Departments List for Fulton County

Department Code	Department Name	Remove Dept.
0000	No Department	

[Add a New Department](#)

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- If an additional department is needed, click the “add a new department” link at the bottom of the list.



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Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > **Manage Departments**

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Departments List for Fulton County

Department Code	Department Name	Remove Dept.
0000	No Department	

**Add a New Department**

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

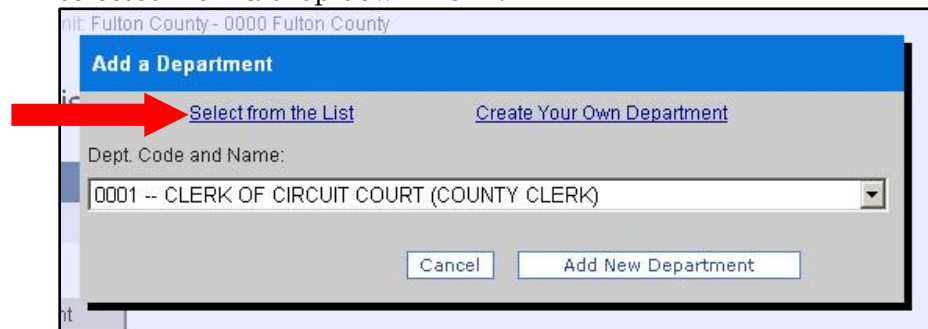
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You have two options here.

- “Select from the List” is the default. For this option, the department can be selected from a drop-down menu.



Unit: Fulton County - 0000 Fulton County

### Add a Department

**Select from the List** [Create Your Own Department](#)

Dept. Code and Name:

0001 -- CLERK OF CIRCUIT COURT (COUNTY CLERK)

- *Tip to share: The list is sorted by department code, not alphabetically, so if you know the department code before adding the department, it will save some time with searching.*

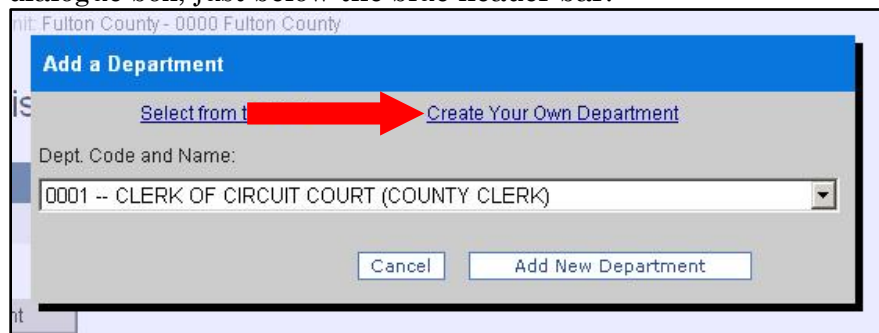


The screenshot shows a web browser window with the title "Fulton County - 0000 Fulton County". The main content is a dialog box titled "Add a Department". At the top of the dialog, there are two links: "Select from the List" and "Create Your Own Department". Below these links is a label "Dept. Code and Name:" followed by a dropdown menu. The dropdown menu is open, showing a list of departments sorted by code. A red arrow points to the entry "0117 -- PERSONNEL". The list includes the following items:

- 0001 -- CLERK OF CIRCUIT COURT (COUNTY CLERK)
- 0114 -- COUNTY CODIFICATION
- 0115 -- PROPERTY REASSESSMENT
- 0116 -- INHERITANCE TAX
- 0117 -- PERSONNEL
- 0118 -- UNEMPLOYMENT COMPENSATION
- 0119 -- CENTRAL SERVICES (CITY SVCS-MUNICIPAL SVCS-SVC CTR.)
- 0150 -- DEBT SERVICE
- 0151 -- LEASE RENTAL
- 0152 -- COUNTER-CYCICAL LOAN REPAYMENT HEA1001
- 0159 -- Information Technology
- 0160 -- GOVERNMENT - COMMUNITY BUILDING

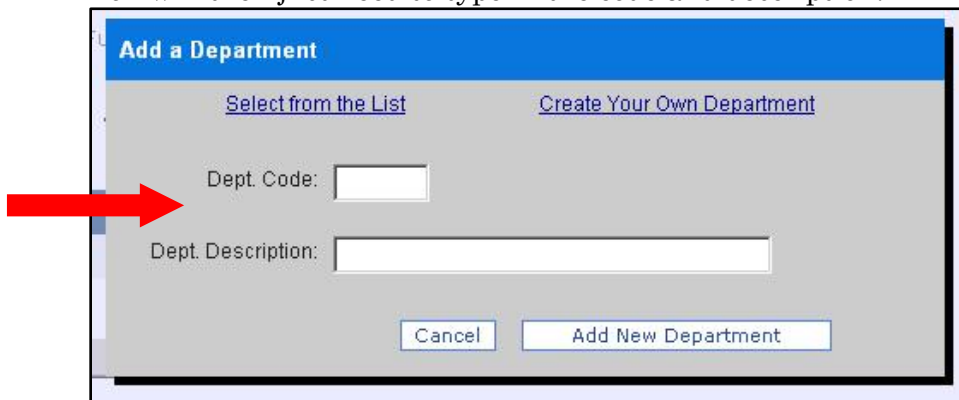
At the bottom of the dialog, there is a small text link "Email" and a footer note "Units provides a central portal for local governments to submit forms."

- "Create Your Own Department" is the alternative. You can do this by clicking the "Create Your Own Department" link at the top right of the dialogue box, just below the blue header bar.



This screenshot shows the same "Add a Department" dialog box. A red arrow points to the "Create Your Own Department" link at the top right of the dialog, just below the blue header bar. The dropdown menu is still open, showing the list of departments.

You will then just need to type in the code and description.



This screenshot shows the "Add a Department" dialog box with the "Create Your Own Department" link selected. The dropdown menu is closed, and the form now has two input fields: "Dept. Code:" and "Dept. Description:". A red arrow points to the "Dept. Code:" input field. At the bottom of the dialog, there are "Cancel" and "Add New Department" buttons.

- When you have selected the department you would like to add through either of these methods, add it to the list by clicking “add new department” at the bottom right of the dialogue box.

(When doing a demo, add one department using the list, and another through the custom option.)

- If a department needs to be deleted, click the red “x” to the right of that department name on the grid.

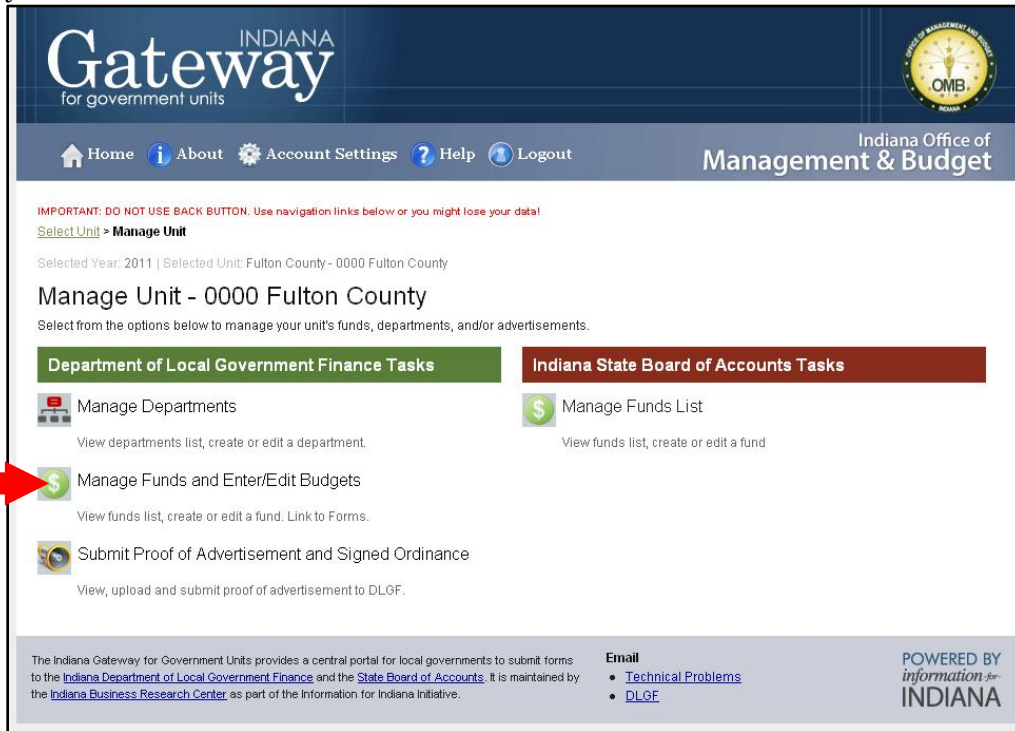
Department Code	Department Name	Remove Dept.
0001	Clerk Of Circuit Court (County Cle	
0117	Personnel	

You will need to confirm that you want to take this action.

(When doing a demo, delete both of the departments that were just added. After this, use the breadcrumbs to return to the “manage unit” screen.)

## Manage Funds and Enter/Edit Budgets

- This portion actually has two functions. First, you customize the funds list. Then, you edit and submit forms.



**Indiana Gateway**  
for government units

Home About Account Settings Help Logout

Indiana Office of Management & Budget

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Manage Unit - 0000 Fulton County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

**Department of Local Government Finance Tasks**

- Manage Departments  
View departments list, create or edit a department.
- Manage Funds and Enter/Edit Budgets**  
View funds list, create or edit a fund. Link to Forms.
- Submit Proof of Advertisement and Signed Ordinance  
View, upload and submit proof of advertisement to DLGF.

**Indiana State Board of Accounts Tasks**

- Manage Funds List  
View funds list, create or edit a fund.

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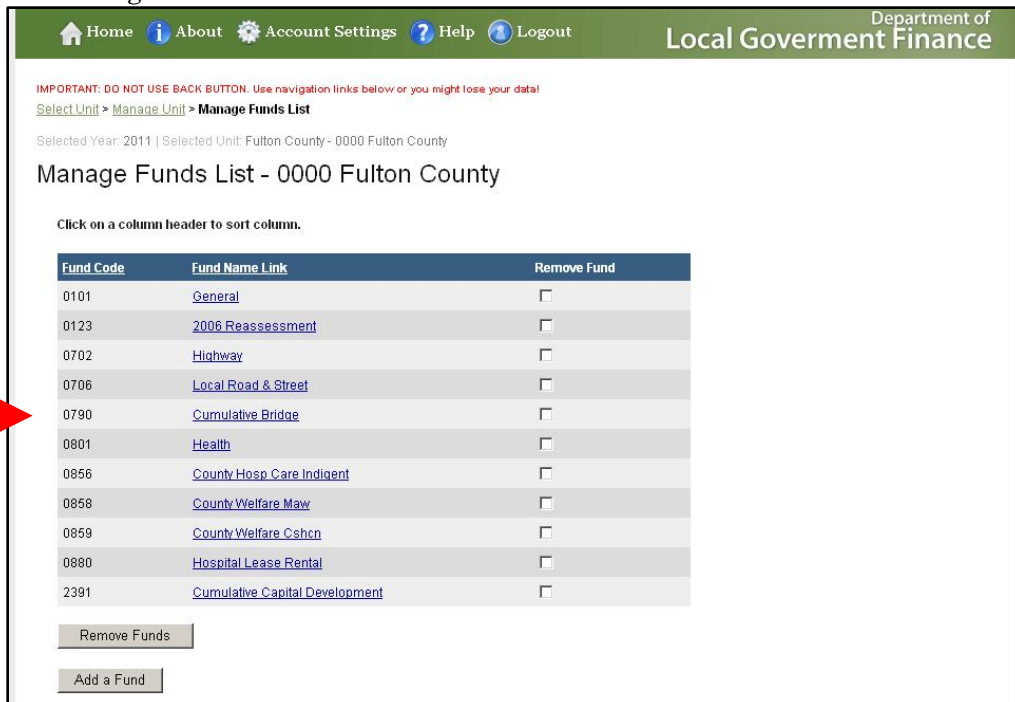
Email

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## Manage Funds

- Clicking “Manage Funds and Enter/Edit Budgets” will bring up a list of funds. The first thing to do is customize the fund list.



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Department of Local Government Finance

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit > Manage Funds List

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Manage Funds List - 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0101	<a href="#">General</a>	<input type="checkbox"/>
0123	<a href="#">2006 Reassessment</a>	<input type="checkbox"/>
0702	<a href="#">Highway</a>	<input type="checkbox"/>
0706	<a href="#">Local Road &amp; Street</a>	<input type="checkbox"/>
0790	<a href="#">Cumulative Bridge</a>	<input type="checkbox"/>
0801	<a href="#">Health</a>	<input type="checkbox"/>
0856	<a href="#">County Hosp Care Indigent</a>	<input type="checkbox"/>
0858	<a href="#">County Welfare Maw</a>	<input type="checkbox"/>
0859	<a href="#">County Welfare Cshcn</a>	<input type="checkbox"/>
0880	<a href="#">Hospital Lease Rental</a>	<input type="checkbox"/>
2391	<a href="#">Cumulative Capital Development</a>	<input type="checkbox"/>

Remove Funds

Add a Fund

- If an additional fund is needed, click the “add a fund” button at the bottom of the list.

Department of  
Local Government Finance

Home About Account Settings Help Logout

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Select Unit > Manage Unit > Manage Funds List

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Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
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0856	<a href="#">County Hosp Care Indigent</a>	<input type="checkbox"/>
0858	<a href="#">County Welfare Maw</a>	<input type="checkbox"/>
0859	<a href="#">County Welfare Cshcn</a>	<input type="checkbox"/>
0880	<a href="#">Hospital Lease Rental</a>	<input type="checkbox"/>
2391	<a href="#">Cumulative Capital Development</a>	<input type="checkbox"/>

Remove Funds

Add a Fund

- The fund must be added from the drop-down list.

Fund Name:

0005 -- CASINO/RIVERBOAT

Cancel Add New Fund

- *Tip to share: Unlike departments, the Gateway does not permit you to add a fund code that you have customized. This is important to ensure consistency of fund codes. If you need a code that is not on the list, you may contact the Department to get the new code assigned.*  
(When doing a demo, add one fund using the list.)



- If a fund needs to be deleted, click the “remove fund” check box to the right of the fund name on the grid and then click “remove funds” underneath the grid.

Home About Account Settings Help Logout Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Manage Funds List

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Manage Funds List - 0000 Fulton County

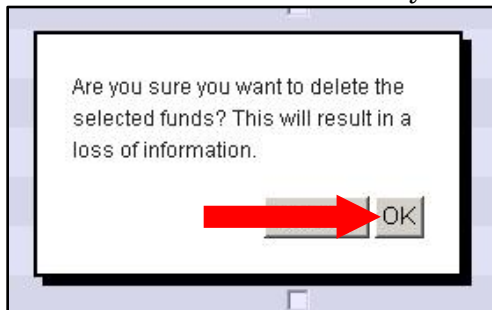
Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
0101	<a href="#">General</a>	<input type="checkbox"/>
0123	<a href="#">2006 Reassessment</a>	<input type="checkbox"/>
0702	<a href="#">Highway</a>	<input type="checkbox"/>
0706	<a href="#">Local Road &amp; Street</a>	<input type="checkbox"/>
0790	<a href="#">Cumulative Bridge</a>	<input type="checkbox"/>
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2391	<a href="#">Cumulative Capital Development</a>	<input type="checkbox"/>

Remove Funds

Add a Fund

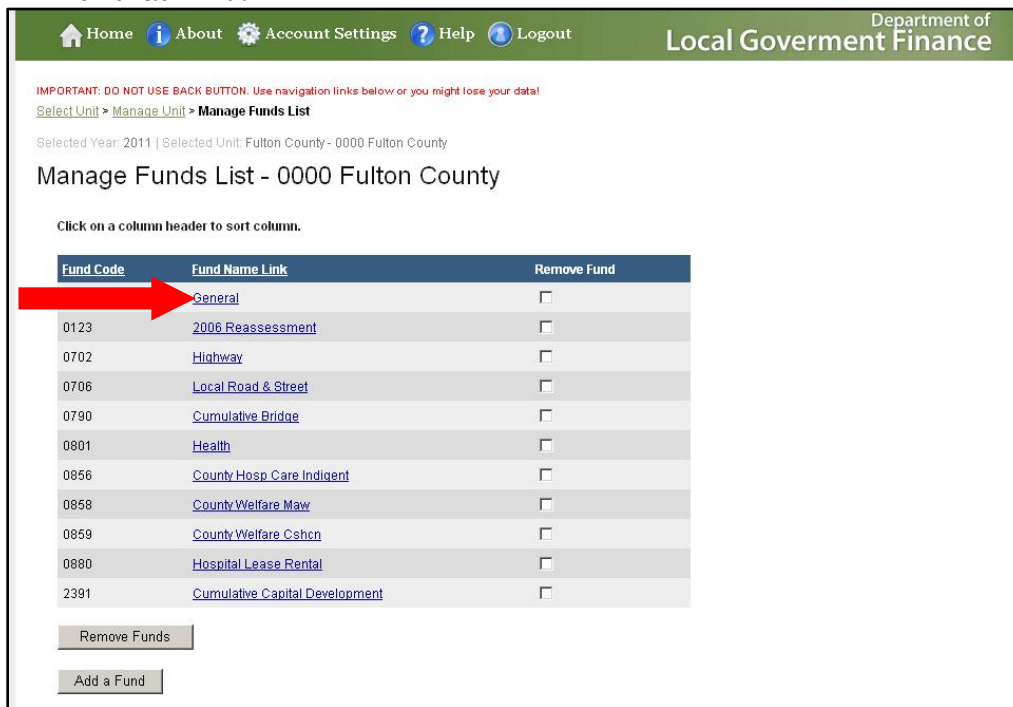
You will need to confirm that you want to take this action.



(When doing a demo, delete the fund that was previously added.)

## Enter/Edit Budgets

- Once the fund list is customized, you will access the budget forms by clicking on the link for that fund.



Home About Account Settings Help Logout Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Manage Funds List

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Manage Funds List - 0000 Fulton County

Click on a column header to sort column.

Fund Code	Fund Name Link	Remove Fund
	<a href="#">General</a>	<input type="checkbox"/>
0123	<a href="#">2006 Reassessment</a>	<input type="checkbox"/>
0702	<a href="#">Highway</a>	<input type="checkbox"/>
0706	<a href="#">Local Road &amp; Street</a>	<input type="checkbox"/>
0790	<a href="#">Cumulative Bridge</a>	<input type="checkbox"/>
0801	<a href="#">Health</a>	<input type="checkbox"/>
0856	<a href="#">County Hosp Care Indigent</a>	<input type="checkbox"/>
0858	<a href="#">County Welfare Maw</a>	<input type="checkbox"/>
0859	<a href="#">County Welfare Cshcn</a>	<input type="checkbox"/>
0880	<a href="#">Hospital Lease Rental</a>	<input type="checkbox"/>
2391	<a href="#">Cumulative Capital Development</a>	<input type="checkbox"/>

Remove Funds

Add a Fund

- This will bring up a list of forms that need to be completed. This list is set up in “accordion style” which means that clicking on a row will expand out a set of options for that form.



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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Manage Funds List > Fund Page

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

### Fund Forms - 0101 General


Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:

- The yellow exclamation mark indicates the form is not yet complete and submitted.
- The green "Click to submit completed form to DLOF" link appears once a form is set to "complete awaiting submission".
- A green checkmark means a form is complete and has been submitted to DLOF for review.

[Form 1: Budget Estimate](#) 

[Click to view depts. and edit forms](#)  This form is not marked complete.

0 of 4 forms completed for this fund. You must complete at least 1 form before you may submit to DLOF.

[Form 2: Estimate of Miscellaneous Revenues](#) 

(When doing a demo, click on the different forms to show how the options appear and disappear.)

- Tip to share: This accordion style organization will be very helpful when we have 7 or 8 forms to choose from.*

- To begin entering data into the form, click the option on the left under the header bar.
  - For any form that is departmentalized, this will say “click to view departments and edit forms.”

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**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit > Manage Funds List > Fund Page

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

### Fund Forms - 0101 General

Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:

- The yellow exclamation mark indicates the form is not yet complete and submitted.
- The green "Click to submit completed form to DLGF" link appears once a form is set to "complete awaiting submission".
- A green checkmark means a form is complete and has been submitted to DLGF for review.

Form 1: Budget Estimate

[Click to view depts. and edit forms](#)

This form is not marked complete.

0 of 4 forms completed for this fund. You must complete at least 1 form before you may submit to DLGF.

Form 2: Estimate of Miscellaneous Revenues

You will first be taken to your customized department list and will need to select the department for which you are completing the form.

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**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit > Manage Funds List > Fund Page > Form 1 List

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

### Form 1 List for 0101 General Fund - 0000 Fulton County

[Click here to manage the list of Departments for the selected Unit](#)

Form 1 Links

Department Code	Link to Form 1 - Department Name	Completed
	<a href="#">Clerk Of Circuit Court (County Clerk)</a>	<input type="checkbox"/>
0117	<a href="#">Personnel</a>	<input type="checkbox"/>

Once the department is selected, you will be taken to the form and can begin entering data.

**Department of Local Government Finance**

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**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit > Manage Funds List > Fund Page > Form 1 List > **Form 1**

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General | Selected Department: 0001 Clerk Of Circuit Court (County Clerk)

[Click Here to Print This Form](#)

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 1 (Rev. 2002)

**BUDGET ESTIMATE FOR**

Selected Year: 2011  
Selected County: Fulton County  
Selected Unit: 0000 Fulton County  
Selected Fund: 0101 General  
Selected Dept: 0001 Clerk Of Circuit Court (County Clerk)

**1. Personal Services**

Salaries and Wages

	Reference Code	Description	Items	Approved
Add New Record	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Employee Benefits

	Reference Code	Description	Items	Approved
Add New Record	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

- For any form that is not departmentalized, this will say “click to edit form”...

**Gateway** INDIANA  
for government units

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**Department of Local Government Finance**

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > Manage Unit > Manage Funds List > **Fund Page**

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

**Fund Forms - 0101 General**

Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:

- The yellow exclamation mark indicates the form is not yet complete and submitted.
- The green 'Click to submit completed form to DLGF' link appears once a form is set to "complete awaiting submission".
- A green checkmark means a form is complete and has been submitted to DLGF for review.

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

[Click to edit form](#) This form is not marked complete.

You must press 'Save and Continue' on this form before you may submit to DLGF.

...which will take you directly to the data entry screen.

Home About Account Settings Help Logout Department of Local Government Finance

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit Manage Unit Manage Funds List Fund Page Form 2

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County | Selected Fund: 0101 General

Click Here to Print This Form

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE (Rev 2002) County Budget Form 2

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year: 2011  
Selected County: Fulton County  
Selected Unit: 0000 Fulton County  
Selected Fund: 0101 General

OTHER TAXES

Edit	Delete	Reference Code	Description	July 1 to Dec 31	Jan 1 to Dec 31
		0201	Financial Institutions Tax	\$	\$
		0202	Vehicle License Excise Tax	\$	\$
		0203	CAGIT Certified Shares	\$	\$
		0204	CAGIT Property Tax Replacement Credit	\$	\$
		0206	Surtax	\$	\$

- When you enter the Form 1, you will see that there are a number of categories already listed. These are the standard line items that are listed on the paper version of the form. You may add data to these by clicking the “edit” icon on the far left side of the grid.

410 General Government

1. Personal Services

Salaries and Wages

Edit	Delete	Reference Code	Description	Items	Approved
			Salary of Trustee	\$	\$
			Salary of Clerical Help	\$	\$
			Pay of Township Board	\$	\$
				Total: \$ 0	Total: \$ 0

Add New Record

When you have added the data, save it by clicking the “update” button on the left.

410 General Government

1. Personal Services

Salaries and Wages

Edit	Delete	Reference Code	Description	Items	Approved
			Salary of Trustee	<input type="text"/>	<input type="text"/>
			Salary of Clerical Help	\$	\$
			Pay of Township Board	\$	\$

Update Cancel



- For items that you would like to enter that are not standard line items, data may be typed in the blank fields at the bottom of any section and added to the form by clicking “add new record.”

410 General Government  
1. Personal Services

Salaries and Wages

Edit	Delete	Reference Code	Description	Items	Approved
			Salary of Trustee	\$	\$
			Salary of Clerical Help	\$	\$
			Pay of Township Board	\$	\$
				Total: \$ 0	Total: \$ 0

Add New Record

- Form 2 contains the same navigation and entry logic.
- (When doing a demo, the following steps are suggested: Open Form 1. Click the edit button and enter data in a standard line item. Demonstrate that after the data has been entered, it can be edited; do this by reopening the same item and deleting the data you just entered. Then add a custom line item and later delete it.)
  - Tip to share: You cannot delete standard line items, but you can leave them blank. If you customize a line item, you can delete that entry entirely.*

### Printing the Forms

- Each form has a print option at the top and bottom of the screen that says “Click here to print this form.” If the form does not print the way you expect it to, please consult the section of the Quick Starts Guide that gives some options on your browser that may help to correct the issue.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Manage Funds List > Fund Page > Form 1

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township | Selected Fund: 0101 General

Click Here to Print This Form

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 1 (Rev. 2002)

BUDGET ESTIMATE FOR

0101 Township Fund

Selected Year: 2011  
Selected County: Fulton County  
Selected Unit: 0002 Henry Township  
Selected Fund: 0101 General  
Selected Dept: 0150 Debt Service

410 General Government  
1. Personal Services

Salaries and Wages

- (When doing a demo, click on the print button and demonstrate how the print dialogue box appears and what you would do to finalize the print job.)

## Submitting the Forms

- Once all data has been entered on the form, click the button at the bottom that says “Save and Continue.” This tells the Gateway that the form is ready for submission. Until this button is clicked, the form cannot be submitted.

The screenshot shows a web form for submitting data. It has two main sections: 'Buildings' and 'Machinery and Equipment'. Each section contains a table with columns: Reference Code, Description, Items, and Approved. Below these sections are summary rows for 'Capital Outlays Totals' and 'Form1 Totals', both showing 'Items Totals: \$ 0' and 'Approved Totals: \$ 0'. At the bottom, a red arrow points to a 'Save and Continue' button. Below the button is a message: 'This Form will still be editable. The Form Complete option allows a form to be set visibly complete throughout the application. Only Submitting the form to DLGF will turn off the editing function of the form.' There is also a 'Click Here to Print This Form' button.

- (When doing a demo, before clicking this button, show how the funds page message says “this form is not yet marked complete.”)

The screenshot shows the Gateway Indiana website for government units. The header includes the Gateway logo and navigation links: Home, About, Account Settings, Help, and Logout. The main content area is titled 'Fund Forms - 0101 General' and includes a message: 'Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:'. A red arrow points to a message: 'This form is not marked complete.' Below this, it says '0 of 4 forms completed for this fund. You must complete at least 1 form before you may submit to DLGF.' There are two form cards: 'Form 1: Budget Estimate' and 'Form 2: Estimate of Miscellaneous Revenues', both with a yellow warning icon.

Then, go into the form, click the “save and continue” button, and then show how the funds page message says “click here to submit completed form to DLGF.”)

Indiana Gateway for government units

Department of Local Government Finance

Home About Account Settings Help Logout

IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Manage Funds List > Fund Page

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township | Selected Fund: 0101 General

### Fund Forms - 0101 General

Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:

- The yellow exclamation mark indicates the form is not yet complete and submitted.
- The green 'Click to submit completed form to DLGF' link appears once a form is set to "complete awaiting submission".
- A green checkmark means a form is complete and has been submitted to DLGF for review.

**Form 1: Budget Estimate**

Click to view de... Click to submit completed form to DLGF

1 of 1 forms completed for this fund.

**Form 2: Estimate of Miscellaneous Revenues**

- Once the form has been saved, the option appears in the “accordion” to submit the form to DLGF. It says “click here to submit completed form to DLGF.” Simply click this link, and the form has been submitted.
- (When doing a demo, click the “Save and Continue” button, go back to the accordion, click to submit, and then point out how the accordion bar has changed colors to green and is marked with a check mark to indicate submission.)

Indiana Gateway for government units

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Manage Funds List > Fund Page

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township | Selected Fund: 0101 General

### Fund Forms - 0101 General

Below are the forms available to complete for this fund. Form 1 must be completed for each relevant department. Please note:

- The yellow exclamation mark indicates the form is not yet complete and submitted.
- The green 'Click to submit completed form to DLGF' link appears once a form is set to "complete awaiting submission".
- A green checkmark means a form is complete and has been submitted to DLGF for review.

**Form 1: Budget Estimate**

Click to view depts. and forms This form has been submitted.

1 of 1 forms completed for this fund.

**Form 2: Estimate of Miscellaneous Revenues**

### Submitting Proof of Advertisement and Signed Ordinance

- Two documents will need to be submitted as files instead of through the web form. These are the proof of advertisement/affidavit and the signed copy of Form 4 (ordinance of appropriations).
- This file upload can accept any type of file (PDF, picture file, etc.)
- Currently, the pilot version of the website is only set up for the first of these options.

- To upload proof of advertisement, click on the link from the manage unit page. This will bring up an upload area with three fields.



**Indiana Gateway**  
for government units

Home About Account Settings Help Logout **Indiana Office of Management & Budget**

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > **Manage Unit**

Selected Year: 2011 | Selected Unit: Fulton County - 0000 Fulton County

### Manage Unit - 0000 Fulton County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

**Department of Local Government Finance Tasks**

- Manage Departments**  
View departments list, create or edit a department.
- Manage Funds and Enter/Edit Budgets**  
View funds list, create or edit a fund. Link to Forms.
- Submit Proof of Advertisement and Signed Ordinance**  
View, upload and submit proof of advertisement to DLGF.

**Indiana State Board of Accounts Tasks**

- Manage Funds List**  
View funds list, create or edit a fund

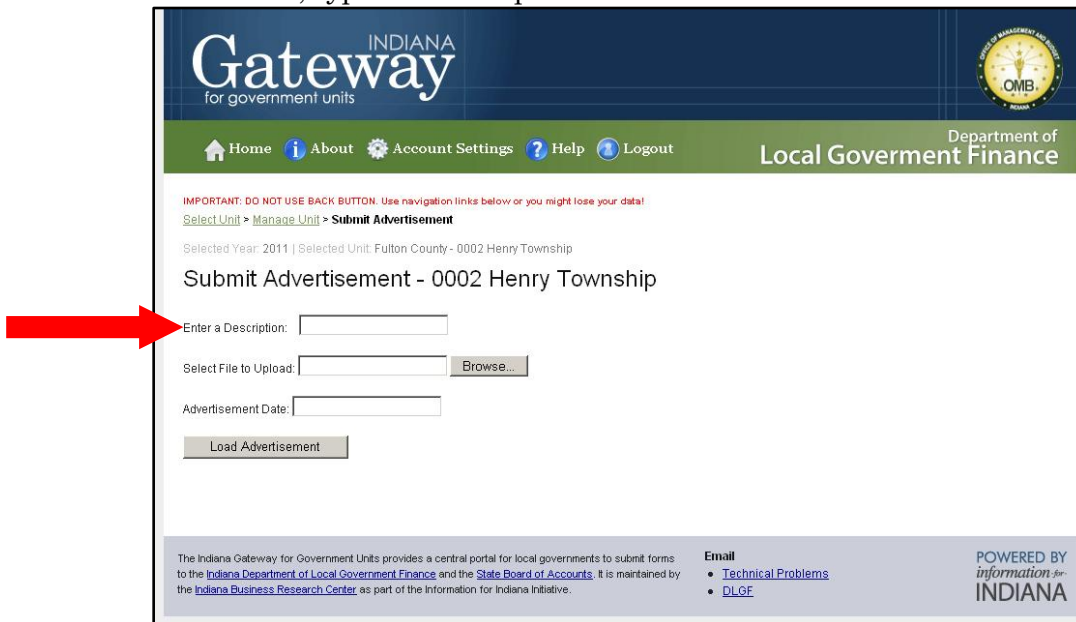
The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#), as part of the Information for Indiana Initiative.

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- [Technical Problems](#)
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- In the first, type the description of the advertisement.



**Indiana Gateway**  
for government units

Home About Account Settings Help Logout **Department of Local Government Finance**

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**

Select Unit > **Manage Unit** > **Submit Advertisement**

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township

### Submit Advertisement - 0002 Henry Township

Enter a Description:

Select File to Upload:

Advertisement Date:

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- In the second, click the “browse” button and then locate the file on your computer.

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IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!

Select Unit > Manage Unit > Submit Advertisement

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township

### Submit Advertisement - 0002 Henry Township

Enter a Description:

Select File to Upload:  **Browse...**

Advertisement Date:

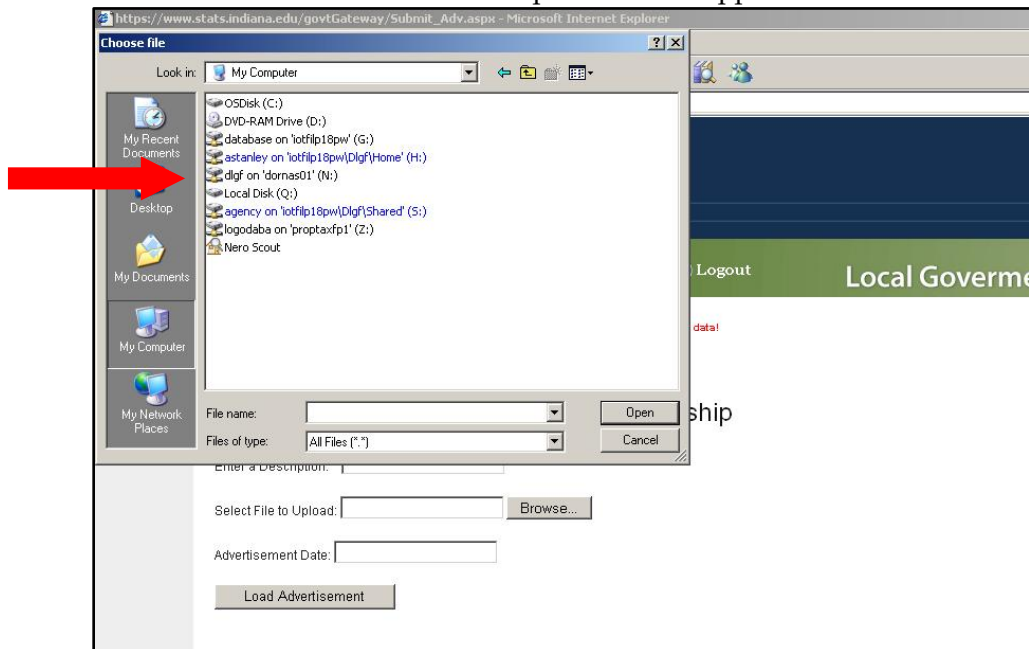
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Double-click the file and the file path should appear in the second field.





- In the third, click the field and a calendar will appear. Select that date that the advertisement ran.

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**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**  
[Select Unit](#) > [Manage Unit](#) > [Submit Advertisement](#)

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township

### Submit Advertisement - 0002 Henry Township

Enter a Description:

Select File to Upload:  [Browse...](#)

Advertisement Date:

[Load Advertisement](#)

March, 2011						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Today: March 14, 2011

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- When you have completed these steps, click “Load advertisement” to submit.

**Gateway** INDIANA  
for government units

Home About Account Settings Help Logout Department of Local Government Finance

**IMPORTANT: DO NOT USE BACK BUTTON. Use navigation links below or you might lose your data!**  
[Select Unit](#) > [Manage Unit](#) > [Submit Advertisement](#)

Selected Year: 2011 | Selected Unit: Fulton County - 0002 Henry Township

### Submit Advertisement - 0002 Henry Township

Enter a Description:

Select File to Upload:  [Browse...](#)

Advertisement Date:

[Load Advertisement](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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- (When doing a demo, walk through these steps, through uploading the file. However, it is best to label it “test” or “fake.”)

End of Demo – Questions?